

U.S. Nuclear Regulatory Commission (NRC)

Privacy Impact Assessment (PIA)

(Designed to collect the information necessary to make relevant determinations regarding the applicability of the Privacy Act, the Paperwork Reduction Act information collections requirements, and record management requirements.)

for the

Recruitment Activity Tracking System (RATS)

Date prepared by the sponsoring office: April 1, 2008

A. GENERAL SYSTEM INFORMATION

1. Provide brief description of the system:

The Recruitment Activity Tracking System (RATS) is a web-based database application used to track recruitment/hiring activities and milestones, including information regarding vacancy announcements, selections and staff departures.

2. What agency function does it support?

Office of Human Resources (HR), Human Resources Services and Operations (HRSO) (recruitment & staffing)

3. Describe any modules or subsystems, where relevant, and their functions.

Single-module system developed in Cold Fusion and Sybase with the following functions: Add/Modify Vacancy, Update/Review Milestones, Add/Modify Selectees, Check Offer Status, Add/Modify Departures, Select Report Maintenance

4. Points of Contact:

| Project Manager | Office/Division/Branch | Telephone |
|--------------------------|------------------------|--------------|
| Kathy Schmidt | HRSO | 301-492-2297 |
| Business Project Manager | Office/Division/Branch | Telephone |
| Leonard Carsley | HRSO | 301-492-2220 |
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|---------------------------|------------------------|--------------|
| Technical Project Manager | Office/Division/Branch | Telephone |
| William J. Lawson | HR/HRTD/TTS | 423-855-6645 |
| Executive Sponsor | Office/Division/Branch | Telephone |
| Miriam Cohen | HR | 301-492-2076 |

5. Does this Privacy Impact Assessment (PIA) support a proposed new system or a proposed modification to an existing system?

a. New System Modify Existing System Other (Explain)

PIA on an existing system prepared for E-Gov 2002 compliance.

b. If modifying an existing system, has a PIA been prepared before?

(1) If yes, provide the date approved and ADAMS accession number.

B. INFORMATION COLLECTED AND MAINTAINED

(These questions are intended to define the scope of the information requested as well as the reasons for its collection. Section 1 should be completed only if information is being collected about individuals. Section 2 should be completed for information being collected that is not about individuals.)

1. INFORMATION ABOUT INDIVIDUALS

a. Does this system maintain information about individuals?

Yes

(1) If yes, what group(s) of individuals (e.g., Federal employees, Federal contractors, licensees, general public) is the information about?

NRC employees and members of the public who are selected for NRC positions

b. What information is being maintained in the system about individuals (describe in detail)?

Selectee Data: Name, demographic info (gender, ethnicity, veteran's preference, if known), education/degree level, employee ID (for NRC selectees).

Hiring Milestone Dates: dates of major hiring milestones (e.g. date of selection, date of offer, projected EOD.)

Separation Data: date, office, title, series, grade, exit survey data.

c. Is the information being collected from the subject individuals?

Yes

(1) If yes, what information is being collected from the individuals?

For selectees, name is entered from resume obtained from NRCareers (HR's interface with USAJOBS) or other application submitted by individual. For internal selectees, name and demographic information is populated from the HRMS database.

For separating employees, name, office, title/series/grade are populated from the HRMS database. Separation date and exit survey is collected from the employee.

d. Will the information be collected from 10 or more individuals who are **not** Federal employees?

Yes

(1) If yes, does the information collection have OMB approval?

Yes. Information about selectees is collected in NRCareers under OMB approval.

(a) If yes, indicate the OMB approval number: 1225-0072

e. Is the information being collected from internal files, databases, or systems?

Yes

(1) If yes, identify the files/databases/systems and the information being collected.

Human Resource Management System (HRMS) database and NRCareers documents

f. Is the information being collected from an external source(s)?

No

(1) If yes, what is the source(s) and what type of information is being collected?

g. How will this information be verified as current, accurate, and complete?

Reports are generated and verified weekly.

- h. How will the information be collected (e.g. form, data transfer)?
Interface with HRMS and documents maintained in NRCareers.
- i. What legal authority authorizes the collection of this information?
U.S. Code Title 5 Section 1104 (5 USC 1104)
- j. What is the purpose for collecting this information?
Tracking recruitment activities and reporting on the effectiveness of Agency recruitment and staffing processes; quarterly reporting to the Office of Personnel Management (OPM) on timeliness of the hiring process (45-day hiring model); projecting FTE; planning information for onboarding.

2. INFORMATION NOT ABOUT INDIVIDUALS

- a. What type of information will be maintained in this system (describe in detail)?
Vacancy info: vacancy number, title, pay plan, series, grade, bargaining unit status, opening date, closing date, selecting official.
- b. What is the source of this information? Will it come from internal agency sources and/or external sources? Explain in detail.
NRCareers and/or Standard Form 52, Request for Personnel Action
- c. What is the purpose for collecting this information?
Tracking recruitment activities and reporting on the effectiveness of Agency recruitment and staffing processes; quarterly reporting to OPM on timeliness of the hiring process (45-day hiring model); projecting FTE; planning information for onboarding.

C. USES OF SYSTEM AND INFORMATION

(These questions will identify the use of the information and the accuracy of the data being used.)

- 1. Describe all uses made of the information.
Tracking recruitment activities and reporting on the effectiveness of Agency recruitment and staffing processes; quarterly reporting to OPM on timeliness of the hiring process (45-day hiring model); projecting FTE; planning information for onboarding.

2. Is the use of the information both relevant and necessary for the purpose for which the system is designed?

Yes
3. Who will ensure the proper use of the information?

HR application administrator controls user access.
4. Are the data elements described in detail and documented?

No
 - a. If yes, what is the name of the document that contains this information and where is it located?
5. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?

No
 - a. If yes, how will aggregated data be maintained, filed, and utilized?
 - b. How will aggregated data be validated for relevance and accuracy?
 - c. If data are consolidated, what *controls* protect it from unauthorized access, use, or modification?
6. How will the information be *retrieved* from the system (be specific)?

Records are retrieved by vacancy number or name.
7. Will this system provide the capability to identify, locate, and monitor (e.g., track, observe) individuals?

No
 - a. If yes, explain.
 - (1) What controls will be used to prevent unauthorized monitoring?
8. Describe the report(s) that will be produced from this system.

Recruitment Activity Summary Report; 45-Day Hiring Model; Hiring Model Target Dates; EOD/Loss List; Declinations and Withdrawals; Departure Summary; Hiring Model Summary; FTE Projection Reports.

a. What are the reports used for?

FTE Projection, onboarding new hires, OPM hiring timeliness reporting, Operating Plan reporting.

b. Who has access to these reports?

Authorized users

D. RECORDS RETENTION AND DISPOSAL

(These questions are intended to establish whether the information contained in this system has been scheduled, or if a determination has been made that a general record schedule can be applied to the information contained in this system. Reference NUREG-0910, "NRC Comprehensive Records Disposition Schedule.")

1. Has a retention schedule for this system been approved by the National Archives and Records Administration (NARA)?

No

a. If yes, list the disposition schedule.

2. Is there a General Records Schedule (GRS) that applies to information in this system?

Yes

a. If yes, list the disposition schedule.

GRS 16, Item 1

3. If you answered no to questions 1 and 2, complete NRC Form 637, NRC Electronic Information System Records Scheduling Survey, and submit it with this PIA.

E. ACCESS TO DATA

1. **INTERNAL ACCESS**

- a. What organizations (offices) will have access to the information in the system?

Designated users in HR and the Office of Administration's (ADM) Personnel Security Branch (PERSEC)

- (1) For what purpose?

To track hiring and security processing timeliness

- (2) Will access be limited?

Yes, to HRSO and PERSEC users with a need to know.

- b. Will other systems share or have access to information in the system?

Yes, the FTE Access System

- c. How will information be transmitted or disclosed?

ODBC connection to database and reporting

- d. What controls will prevent the misuse (e.g., unauthorized browsing) of information by those having access?

None

- e. Are criteria, procedures, controls, and responsibilities regarding access documented?

No

- (1) If yes, where?

2. **EXTERNAL ACCESS**

- a. Will external agencies/organizations/public share or have access to the information in this system?

No

- (1) If yes, who.

- b. What information will be shared/disclosed and for what purpose?

N/A

c. How will this information be transmitted and/or disclosed?

N/A

F. TECHNICAL ACCESS AND SECURITY

1. Describe security controls used to limit access to the system (e.g., passwords). Explain.

Passwords and access level controls.

2. Will the system be accessed or operated at more than one location (site)?

No

a. If yes, how will consistent use be maintained at all sites?

3. Which user group (e.g., system administrators, project manager, etc.) has access to the system?

System Administrator, application administrators, HR Users, PERSEC users

4. Will a record of their access to the system be captured?

Yes

a. If yes, what will be collected?

Date/time and user ID when records are Inserted or modified

5. Will contractors have access to the system?

Yes

a. If yes, for what purpose?

To enter and update tracking information

- Ensure that the following Federal Acquisition Regulation (FAR) clauses are referenced in all contracts/agreements/purchase order where a contractor has access to a Privacy Act system of records to ensure that the wording of the agency contracts/agreements/purchase order make the provisions of the Privacy Act binding on the contractor and his or her employees:

- 52.224-1 Privacy Act Notification.
- 52.224-2 Privacy Act.

6. What auditing measures and technical safeguards are in place to prevent misuse of data?

Passwords and access level controls are in place and a record of the date/time and user ID when records are inserted or modified.

7. Are the data secured in accordance with FISMA requirements?

No

a. If yes, when was Certification and Accreditation last completed?

PRIVACY IMPACT ASSESSMENT REVIEW/APPROVAL
(For Use by OIS/IRSD/RFPSB Staff)

System Name: Recruitment Activity Tracking System (RATS)

Submitting Office: Office of Human Resources (HR)

A. PRIVACY ACT APPLICABILITY REVIEW

Privacy Act is not applicable.

Privacy Act is applicable. See comments.

Comments:

This system contains personally identifiable information. It is maintained as part of NRC's Privacy Act system of records NRC-28, "Merit Selection Records."

| Reviewer's Name | Title | Date |
|--------------------|-------------------------|----------------|
| Sandra S. Northern | Privacy Program Officer | April 22, 2008 |

B. INFORMATION COLLECTION APPLICABILITY DETERMINATION

No OMB clearance is needed.

OMB clearance is needed.

Currently has OMB Clearance. Clearance No. 1225-0072

Comments:

The information is collected on an approved OMB form (from the Department of Labor) and has been assigned OMB control number 1225-0072.

| Reviewer's Name | Title | Date |
|------------------|-------------------------------------|----------------|
| Gregory Trussell | Information Collections Team Leader | April 18, 2008 |

**TRANSMITTAL OF PRIVACY IMPACT ASSESSMENT/
PRIVACY IMPACT ASSESSMENT REVIEW RESULTS**

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|--|---|
| TO: Miriam Cohen, Deputy Director, Office of Human Resources | |
| Name of System: Recruitment Activity Tracking System (RATS) | |
| Date RFPSB received PIA for review: April 4, 2008 | Date RFPSB completed PIA review: April 23, 2008 |
| <p>Noted Issues:</p> <p>This system contains personally identifiable information and is considered part of NRC's Privacy Act system of records NRC-28, "Merit Selection Records."</p> <p>The information is collected on an approved OMB form (from the Department of Labor) and has been assigned OMB control number 1225-0072.</p> <p>General Records Schedule 16, Item 1, applies to the records in this system.</p> | |
| Russell A. Nichols, Acting Chief Records and FOIA/Privacy Services Branch Information and Records Services Division Office of Information Services | Signature/Date: /RA/ 04/23/2008 |
| <p><i>Copies of this PIA will be provided to:</i></p> <p><i>James C. Corbett, Director Business Process Improvement and Applications Division Office of Information Services</i></p> <p><i>Paul Ricketts Senior IT Security Officer (SITSO) FISMA Compliance and Oversight Team Computer Security Office</i></p> | |